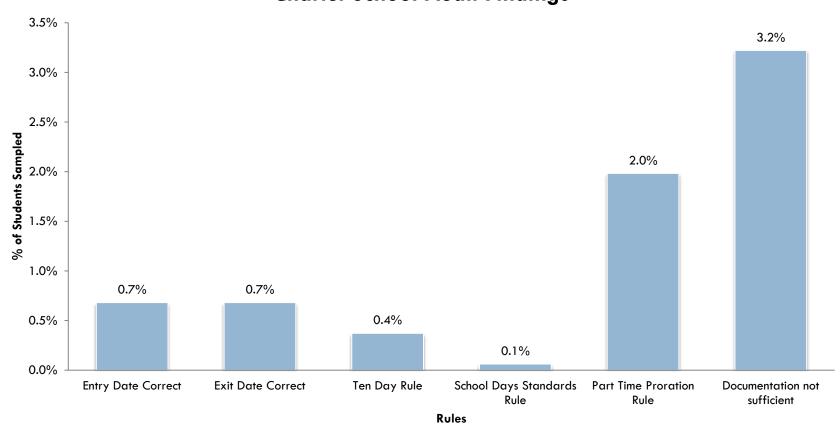
CHARTER SCHOOL FINANCE UPDATE

November, 2011 Emily Eyre

Year – End 2011 Student Membership Audit Summary





Entry/Exit Documentation

- Must have supporting documentation for entry and exit dates.
- The supporting documentation should be similar to an entry/exit log.

Part-Time Proration

- R277-419-4(C)
- If the student was enrolled for only part of the school day and/or only part of the school year, the student's membership was prorated according to the number of hours or periods the student was actually enrolled in relation to the number of hours or periods the student could have been enrolled.

Examples:

- if the student was in membership 4 periods each day in a 7period school day for all 180 school days, the student's aggregate membership is 103 days
- □ if the student was in membership for 7 periods each day in a 7-period day for 103 school days, the student's membership is 103 days.

10-Day Rule

- R277-419-4(A)(1)(c)
- □ If the student had 10 consecutive school days of unexcused absences, the student's exit date is not later than the school day after the 10th day of such absences and, consequently, the student did not generate membership from that day on.
- An "unexcused absence" means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made during the day in accordance with R277-419-3(B)(3), and
- □ The student's absence could not be accounted for by evidence of a legitimate excuse in accordance with the local board of education policy on truancy as defined in Utah Code 53A-11-101.

School Days Standards

- R277-419-3(A); R277-419-4(D)
- □ This comprises three related equations:
 - the sum of regular plus self-contained special education and self-contained YIC membership days may not exceed 180 days
 - the sum of regular and resource special education membership days may not exceed 360 days
 - the sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360 days.

Fall Enrollment Audit Summary

- All schools have access to clearinghouse reports by logging into UTREx.
- Please provide the reports to your auditor.

Transfer Student Documentation

According to currently available federal guidance (Federal Register, October 29, 2008, p. 64452):

- Official written documentation that a student transferred out may include several different types of documentation:
 - request for records from the receiving high school
 - an approved application for home schooling or distance education
 - evidence of a transfer that is recorded in a State's data system
 - a letter from an official in the receiving school acknowledging the student's enrollment

Transfer Student Documentation cont.

- Documentation must be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor so that the transfer can be verified through audits or monitoring.
- With respect to students who have emigrated to another country, the LEA also must confirm this fact in writing but need not obtain official documentation. For example:
 - a school administrator's memo to the student's file
 - a phone conversation with a parent, stating that the student is leaving the country

Transfer Student Documentation cont.

- Students who have moved to another country either temporarily (such as a foreign exchange student) or permanently must have written documentation.
- A school or LEA must have written confirmation that a student is deceased before removing the student from the school.
 - A letter from a parent or an obituary is sufficient documentation.
 - A death certificate is not necessary.

Note: Where appropriate, written documentation may be electronic and in the Student Information System (SIS).

CACTUS Update Deadline

- □ November 15
 - Reports are run
 - All data must be updated BEFORE November 15, including licenses
- Classroom Supplies and Materials
- Educator Salary Adjustment
- Professional Staff Cost for NEW CHARTERS